

## Group Member Evaluation Form

The following evaluation of your group members is a tool to help improve your experience with group work. Its purpose is to determine those who have been active and cooperative members as well as to identify those who did not participate. Be consistent when evaluating each group member's performance by using the guidelines below.

1 – never      2 – rarely      3 – sometimes      4 – usually      5 – always

Name of student being evaluated: Student 1

Circle your responses.

Has the student attended team meetings?	1	2	3	4	<b>5</b>
Has the student made a serious effort at assigned work before the team meetings?	1	2	3	<b>4</b>	5
Has the student made a serious effort to fulfil his/her team role responsibilities on assignments?	1	2	3	<b>4</b>	5
Has the student notified a teammate if he/she would not be able to attend a meeting or fulfil a responsibility?	1	2	3	4	<b>5</b>
Does the student attempt to make contributions in group meetings?	1	2	3	<b>4</b>	5
Does the student listen to his/her teammates' ideas and opinions respectfully and give them careful consideration?	1	2	3	<b>4</b>	5
Does the student cooperate with the group effort?	1	2	3	4	<b>5</b>

Based on your responses to these questions, assign an overall rating on the following scale:

### Very Good

<b>Excellent</b>	Consistently carried more than his/her fair share of the workload
<b>Very good</b>	Consistently did what he/she was supposed to do, very well prepared and cooperative
<b>Satisfactory</b>	Usually did what he/she was supposed to do, acceptably prepared and cooperative
<b>Ordinary</b>	Often did what he/she was supposed to do, minimally prepared and cooperative
<b>Marginal</b>	Sometimes failed to show up or complete assignments, rarely prepared
<b>Deficient</b>	Often failed to show up or complete assignments, rarely prepared
<b>Unsatisfactory</b>	Consistently failed to show up or complete assignments, rarely prepared
<b>Superficial</b>	Practically no participation
<b>No show</b>	No participation at all

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Name of student being evaluated: Student 2

Circle your responses.

Has the student attended team meetings?	1	2	3	<b>4</b>	5
Has the student made a serious effort at assigned work before the team meetings?	1	2	3	<b>4</b>	5
Has the student made a serious effort to fulfil his/her team role responsibilities on assignments?	1	2	<b>3</b>	4	5
Has the student notified a teammate if he/she would not be able to attend a meeting or fulfil a responsibility?	1	2	3	<b>4</b>	5
Does the student attempt to make contributions in group meetings?	1	2	3	<b>4</b>	5
Does the student listen to his/her teammates' ideas and opinions respectfully and give them careful consideration?	1	2	3	<b>4</b>	5
Does the student cooperate with the group effort?	1	2	<b>3</b>	4	5

Based on your responses to these questions, assign an overall rating on the following scale:

### Satisfactory

<b>Excellent</b>	Consistently carried more than his/her fair share of the workload
<b>Very good</b>	Consistently did what he/she was supposed to do, very well prepared and cooperative
<b>Satisfactory</b>	Usually did what he/she was supposed to do, acceptably prepared and cooperative
<b>Ordinary</b>	Often did what he/she was supposed to do, minimally prepared and cooperative
<b>Marginal</b>	Sometimes failed to show up or complete assignments, rarely prepared
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1 – never      2 – rarely      3 – sometimes      4 – usually      5 – always

Name of student being evaluated: Student 3

Circle your responses.

Has the student attended team meetings?	1	<b>2</b>	3	4	5
Has the student made a serious effort at assigned work before the team meetings?	1	<b>2</b>	3	4	5
Has the student made a serious effort to fulfil his/her team role responsibilities on assignments?	1	<b>2</b>	3	4	5
Has the student notified a teammate if he/she would not be able to attend a meeting or fulfil a responsibility?	1	<b>2</b>	3	4	5
Does the student attempt to make contributions in group meetings?	1	<b>2</b>	3	4	5
Does the student listen to his/her teammates' ideas and opinions respectfully and give them careful consideration?	1	<b>2</b>	3	4	5
Does the student cooperate with the group effort?	1	<b>2</b>	3	4	5

Based on your responses to these questions, assign an overall rating on the following scale:

### Unsatisfactory

<b>Excellent</b>	Consistently carried more than his/her fair share of the workload
<b>Very good</b>	Consistently did what he/she was supposed to do, very well prepared and cooperative
<b>Satisfactory</b>	Usually did what he/she was supposed to do, acceptably prepared and cooperative
<b>Ordinary</b>	Often did what he/she was supposed to do, minimally prepared and cooperative
<b>Marginal</b>	Sometimes failed to show up or complete assignments, rarely prepared
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1 – never      2 – rarely      3 – sometimes      4 – usually      5 – always

Name of student being evaluated: Student 4

Circle your responses.

Has the student attended team meetings?	1	2	3	<b>4</b>	5
Has the student made a serious effort at assigned work before the team meetings?	1	2	<b>3</b>	4	5
Has the student made a serious effort to fulfil his/her team role responsibilities on assignments?	1	2	<b>3</b>	4	5
Has the student notified a teammate if he/she would not be able to attend a meeting or fulfil a responsibility?	1	2	3	<b>4</b>	5
Does the student attempt to make contributions in group meetings?	1	2	3	<b>4</b>	5
Does the student listen to his/her teammates' ideas and opinions respectfully and give them careful consideration?	1	2	3	<b>4</b>	5
Does the student cooperate with the group effort?	1	2	<b>3</b>	4	5

Based on your responses to these questions, assign an overall rating on the following scale:

### Ordinary

<b>Excellent</b>	Consistently carried more than his/her fair share of the workload
<b>Very good</b>	Consistently did what he/she was supposed to do, very well prepared and cooperative
<b>Satisfactory</b>	Usually did what he/she was supposed to do, acceptably prepared and cooperative
<b>Ordinary</b>	Often did what he/she was supposed to do, minimally prepared and cooperative
<b>Marginal</b>	Sometimes failed to show up or complete assignments, rarely prepared
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## Peer Rating of Group Members

Your Name **Student 5**

Your Group **2**

Please write the names of all of your team members, INCLUDING YOURSELF, and rate the degree to which each member fulfilled his/her responsibilities in completing the team assignments. DO NOT LEAVE ANY COMMENTARY BLANK! Place this form in a sealed envelope, with your team name/number on the outside, and give it to your instructor. The possible ratings are as follows:

- Excellent:** Consistently carried more than his/her fair share of the workload.  
**Very good:** Consistently did what he/she was supposed to do, very well prepared and cooperative.  
**Satisfactory:** Usually did what he/she was supposed to do, acceptably prepared and cooperative.  
**Ordinary:** Often did what he/she was supposed to do, minimally prepared and cooperative.  
**Marginal:** Sometimes failed to show up or complete assignments, rarely prepared.  
**Deficient:** Often failed to show up or complete assignments, rarely prepared.  
**Unsatisfactory:** Consistently failed to show up or complete assignments, unprepared.  
**Superficial:** Practically no participation.  
**No show:** No participation at all.

*These ratings should reflect each individual's level of participation and effort and sense of responsibility, not his or her academic ability.*

Name of team member	Rating	Commentary (DO NOT LEAVE BLANK!)
Student 1	Very Good	Made effective contribution towards completion of the project. Showed responsibility in finishing the report.
Student 2	Satisfactory	Attended all the meetings, showed initiative towards contributing to the project. Should have showed equal zeal towards completing report.
Student 3	Unsatisfactory	Practically no contribution towards the project
Student 4	Ordinary	Contribute towards a small portion of the project. Could have shown more initiative

Your Signature **Student 5** (Please consider as electronic signature)